

Executive Registry
0-4382

3 May 1949

MEMORANDUM FOR: Executive
Chief, Advisory Council
Chief, ICAPS
Chief, Inspection and Security
General Counsel
Assistant Director, Collection and Dissemination
Assistant Director, Operations
Assistant Director, Reports and Estimates
Assistant Director, Scientific Intelligence
Assistant Director, Special Operations

SUBJECT: Communications with Heads of Government Agencies

1. Recently the Director was informed by the head of another government agency that he had received a communication from one of the Assistant Directors of CIA, requesting certain information of a policy nature. Normally, such a procedure will not be carried out, but communications from Assistant Directors or others in the various branches will be held only to their liaison people in the other government departments or agencies.

2. All communications from CIA to the head of another government department or agency will, except in the most unusual cases, be prepared by the office concerned for the signature of the Director. In those very unusual cases where it may be necessary for an Assistant Director or some other person to address directly the head of another government department or agency, a copy of any communication so addressed will be forwarded immediately to the Director's office for information.

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R. H. HILLENKOETTER
Rear Admiral, USN
Director of Central
Intelligence